



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-4
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WASHINGTON, DC 20310-0500

DALO-SUT-SE

5 OCT 2007

**MEMORANDUM FOR HEADQUARTERS, MULTI-NATIONAL CORPS-IRAQ, ATTN:
FICI-C4S&S, BAGHDAD, IRAQ, APO AE 09342**

SUBJECT: Exception to Policy and Memorandum of Instruction for Subsistence Support for Special Functions, Recognition Events, and Morale Sustaining Activities in the Area of Responsibility (AOR)

1. References:

a. Memorandum, Department of the Army, Office of the Deputy Chief of Staff, G-4, subject: Request Interim Change to Army Regulation (AR) 30-22, Special Meals, dated 17 SEP 2004.

b. Memorandum of Instruction, Department of the Army, Office of the Deputy Chief of Staff, G-4, subject: Memorandum of Instruction for Subsistence Support for Special Functions, Recognition Events, and Morale Sustaining Activities in the Area of Responsibility (AOR), dated 17 SEP 2004.

c. AR 30-22, The Army Food Program, dated 10 May 2005.

2. Purpose. This Memorandum of Instruction (MOI) rescinds references 1a. and 1b. in their entirety and provides exception to policy guidance for policy contained in reference 1c. Furthermore, this MOI provides the only authorized organizational and procedural guidance for subsistence support for special functions, recognition events, and morale sustaining activities in the AOR.

3. General.

a. Current policy guidance in AR 30-22, paragraph 3-44j prohibits the use of appropriated fund dining facilities and subsistence to support social functions such as coffee calls, religious activities (other than prayer breakfasts), retirements, changes of commands, promotions, or award ceremonies.

b. The regulatory guidance described above is designated for garrison appropriated fund dining facilities and is therefore not adequate for contingency operations in an undeveloped theater where other sources of support for such activities are not readily available.

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c. Activities such as Very Important Person (VIP)/distinguished visitor lunches and conferences, unit morale sustaining activities, promotion and birthday celebrations, and change of command recognition events are an accepted and expected part of Army culture; serving to increase esprit de corps and maintain morale.

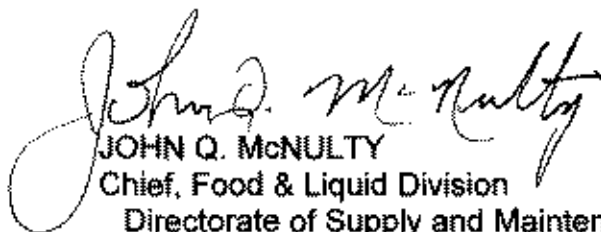
4. Unit commanders will establish and approve a command policy that provides authorization for subsistence support for special functions, recognition events, and unit morale sustaining activities in the AOR in accordance with this memorandum.

5. Standard Operating Procedures (SOPs) for VIP/distinguished visitor events, annual unit morale sustaining activities, quarterly promotion and birthday events, and change of command events are included for planning support requirements, enclosures 1-4.

6. The SOPs referenced above in paragraph 5 and contained in enclosures 1-4 are the only events, procedures, and items granted exception to policy under this MOI. No other use of appropriated fund food service assets outside of the provisions of AR 30-22 is authorized.

7. The point of contact for this action is Mr. Richard Harsh, DSN 687-4862, rich.harsh@us.army.mil, Army Center of Excellence, Subsistence (ACES), 1201 22nd Street, Fort Lee, VA 23801-1601.

FOR THE DEPUTY CHIEF OF STAFF, G-4:



JOHN Q. McNULTY
Chief, Food & Liquid Division
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Standard Operating Procedure 1

1. Function: VIP or Distinguished Visitor Event (conference, working lunch, meeting or diplomatic visit/function, and so forth) (Not for Office Support – Strictly VIP, etc.)

2. Authorized Level: Flag (General) Officer or Civilian equivalent.

3. Support Request: Prepared by supporting unit or organization. Minimum information on the request for support is as follows-----

- a. Nature of requirement
- b. Date and Time (s) of requirement
- c. Estimated number of personnel to be supported (names of Supported dignitary)
- d. Unit POC and contact information
- e. Supporting dining facility

4. Approval routing: Unit will forward to the appropriate command food advisor; who will forward it to the ACO; who will forward it to the supporting dining facility.

5. Authorized Subsistence Items:

- a. Support for meals will be accordance with the daily dining facility menu rotation.
- b. Dependent on the nature of the event there is also authorized a “break” or refreshment menu that would consist of pastries/donuts, fresh fruit, and a beverage service (coffee, tea, soda, water and assorted juices).

Standard Operating Procedure 2

1. **Function:** Annual Unit Morale Sustaining Activity (Organizational Day)
2. **Authorized Level:** Brigade, including all attached units or Higher. If held at Division Level, Brigades are not authorized their own function.
3. **Support Request:** Prepared by Brigade food advisor or representative at higher level.. Minimum information on the request for support is as follows-----
 - a. Nature of requirement
 - b. Date and Time of requirement
 - c. Estimated number of personnel to be supported
 - d. Time of pick-up (if appropriate)
 - e. Unit POC and contact information
 - f. Supporting dining facility
4. **Approval routing:** Unit will forward to the appropriate command food advisor; who will forward it to the ACO; who will forward it to the supporting dining facility.
5. **Authorized Subsistence Items:** The unit may select from any combination (as a percentage of the total number of meals requested) of typical picnic/short order menu items (e.g. burgers, hot dogs, chicken, ribs) and sides (e.g. baked beans, potato salad). Specific items will be in accordance with command policy and will not include high cost items such as steak, seafood, and specialty items.

Standard Operating Procedure 3

1. **Function:** Quarterly Promotion and Birthday Event
2. **Authorized Level:** Brigade Level or higher. If held at Division Level, Brigades are not authorized their own function.
3. **Support Request:** Prepared by the Brigade food advisor or representative at higher level. The initial request will contain the following information—
 - a. Nature of requirement
 - b. Date and Time (s) of requirement
 - c. Estimated number of personnel to be supported
 - d. Unit POC and contact information
 - e. Supporting dining facility
4. **Approval routing:** Unit will forward to the appropriate command food advisor, who will forward it to the ACO, who will forward it to the supporting dining facility.
5. **Authorized Subsistence Items:**
 - a. Decorated Cake
 - b. Beverage Service (coffee, tea, soda, water, and assorted juices)

Standard Operating Procedure 4

1. **Function:** Transfer of Authority Event

2. **Authorized Level:** General Officer transfer of authority at the Division or Major Command level or above.

3. **Support Request:** Prepared by supporting unit or organization. Minimum information on the request for support is as follows—

- a. Nature of requirement
- b. Date and Time (s) of requirement
- c. Estimated number of personnel to be supported
- d. Unit POC and contact information
- e. Supporting dining facility

4. **Approval routing:** Unit will forward to the appropriate command food advisor; who will forward it to the ACO; who will forward it to the supporting dining facility.

5. **Authorized Subsistence Items:**

- a. Decorated Cake
- b. Beverage Service (coffee, tea, soda, water and assorted juices)
- c. Light Snacks
 - Finger sandwiches (2 types)
 - Meatballs
 - Fresh fruit or Vegetable Trays
 - Chicken Wings